

JOB OPPORTUNITY



California State Auditor Bureau of State Audits

STAFF COUNSEL 5778/OA72 Permanent Full-Time

Salary Range:

Range L: \$4,674 - \$4,674
Range M: \$4,678 - \$5,137
Range N: \$5,638 - \$6,818
Range O: \$6,347 - \$7,828

All employees of the Bureau of State Audits are excluded from collective bargaining.

Duties:

Under the direction of the Supervising Attorney, the incumbent works independently and/or in a team environment in the Legal Division providing assistance to the Chief Counsel, Associate Chief Counsel and other employees of the bureau on a wide range of legal areas. Specifically, the incumbent assists in performing a variety of legal research, analysis and other legal tasks; assists and/or represents the bureau in meetings that require a legal expert; upon approval of a performance audit request, conducts highly critical and time sensitive preliminary legal research, gathers and analyzes relevant laws and other legal material such as judicial precedents, proposed legislation, and administrative decisions; interprets and applies those laws to particular regulatory programs; provides summaries and opinions on those laws and communicates the results of the research to the supervising attorney, management, and others within the bureau; conducts legal research and analysis to support the bureau's audit analyses; performs legislative research and tracks pending legislation that may impact the bureau; summarize and reports the results of this research to the Chief of Public Affairs and may assist in developing and/or drafting proposed legislation; independently or in association with others perform a wide variety of professional duties and activities relating to responding to requests for information under the California Public Records Act; provides the appropriate level of legal guidance to bureau staff on a broad range of legal issues; and other duties as assigned.

Qualifications:

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution and principles of administrative and constitutional law.

Ability to: Perform research; analyze, and apply legal principles, facts, and precedents to legal issues; present statements of fact, law, and communicate clearly and logically; prepare correspondence involving the explanation of legal matters; analyze situations accurately and adopt an effective course of action.

Desirable Qualifications: Work well under pressure, adapt to changing situations and assignments, exceptional written, oral, interpersonal and organizational skills are desired.

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255
LynneG@bsa.ca.gov

Final Filing Date: April 11, 2008

Selection Process

Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. A Training and Development assignment may be considered. After an initial screening of applications, only the most qualified candidates will be selected for an interview. The appointment will be made in accordance with SROA policies and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

AN EMPLOYER OFFERING EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.